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COMMUNICATIONS

The Communications Training Branch offers courses in communications activities for personnel from the Offices of Communications and Operations. In general terms, these courses are designed to qualify the individual to perform the communications duties of his assignment. Courses are conducted in staff and clandestine radio operating and theory, teletype and power equipment maintenance, teletype procedures, covert surveillance, and staff and clandestine cryptographic systems and procedures.

(1) Staff Radio Training Course

This course is designed to qualify personnel as radio operator technicians capable of performing maintenance upon appropriate equipment and of utilizing correctly the proper transmission procedures in connection with their assignments. Students receive instruction in the sending and receiving of international Morse code, Radio theory, maintenance of Agency equipment, Agency signal plans, and Agency procedures. On-the-air operation is included in the course. The course is twelve weeks in length and is of a continuing nature with classes entering on a bi-weekly basis. Thirteen instructors are used. Present student enrollment is 80. Facilities permit a maximum of 220 students in the course at any one time.

(2) Teletype and Power Equipment Training Course

The object of the course is to qualify personnel as maintenance experts on the teletype and power equipment utilized by this Agency. Students receive training in the electrical and mechanical components of the teletype and power equipment utilized. The course is 8 weeks in length with the teletype maintenance sub-course 6 weeks in duration and the power equipment sub-course 2 weeks in length. Course is on a continuing basis with classes entering bi-weekly. Two instructors are used in the course. Present capacity is 12 students per course.

(3) Staff Cryptographic Course

This course consists of two sub-courses -- a staff cryptographic training course and a staff cryptographic briefing course. Students in both sub-courses receive training in physical, cryptographic, and transmission

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security; special systems; special procedures; and special cover plans. The training course consists of 120 hours for O/SO and O/PC personnel; the course for O/O personnel is 160 hours. The additional 40 hours are devoted to explanation of, and practice on, clandestine systems.

The course is of a continuing nature with classes accepted weekly or bi-weekly depending on the availability of instructors. Four instructors used at present with a maximum of 10 planned. Twelve students are assigned to one instructor.

(4) Teletype Procedures Course

Course is designed to qualify personnel in the operation of teletype facilities, the transmission of messages via these facilities and the use of certain cipher devices used in conjunction with teletype equipment. Students receive instruction in teletype vocabulary, equipment, Baudot code, teletype procedures, operating procedures and cipher systems.

The course is 3 weeks duration with new classes starting every third week. Two instructors are used to teach a maximum of 16 students.

(5) Clandestine Radio Course

This course is divided into two sub-courses -- a training and a briefing course. The training course qualifies students in the operation and maintenance of specific equipment for their assignment. The briefing course is designed to familiarize the student with the clandestine radio equipment used in his assigned area. The course covers the same field of study as does the Staff Radio Course. Courses are based tailored to the needs of the individual and the time required is dependent upon the student's ability to learn, his past experience, and his projected assignment. For security reasons, normally, student's training is on an individual basis.

(6) Clandestine Cryptographic Course

This course consists of two sub-courses -- a briefing and a training course.

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The training course is designed to qualify students to perform clandestine cryptographic duties. The briefing course is designed to acquaint the student with types of ciphers used in clandestine communications. This course covers the same area of study as does staff course with emphasis on clandestine systems and procedures. There is no definite length to the course. The length is dependent upon the student's ability, past experience, and proposed assignment. Students, normally, are trained on an individual basis.

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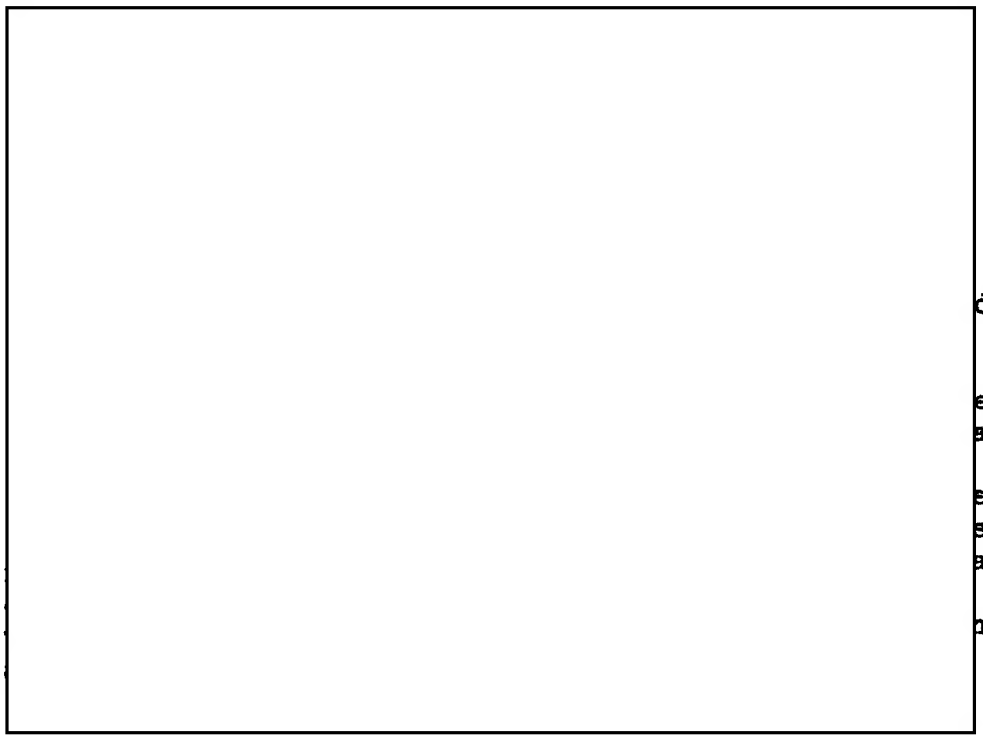

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